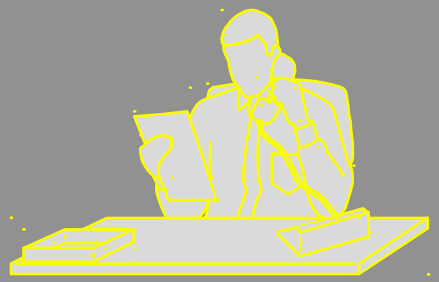
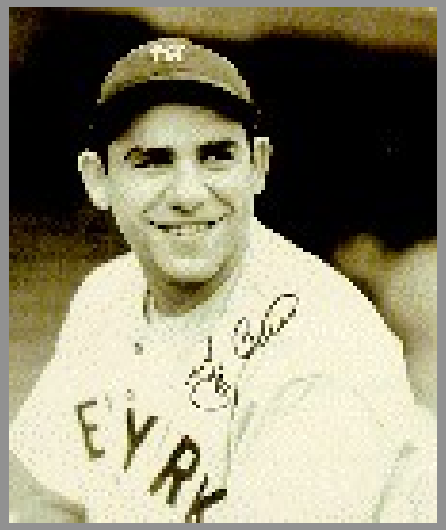
Managing Leave and Attendance

Fort Gordon Civilian Personnel Advisory Center



Managing Leave & Dealing with Attendance Problems



"Stay alert. You can observe a lot by watching."

Managing Leave & Dealing with Attendance Problems

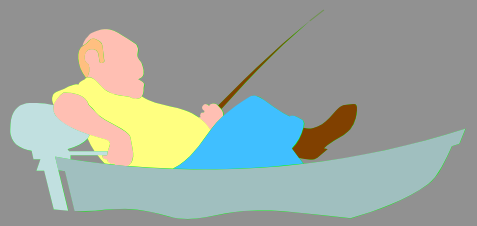
Types / Categories of Leave

- **Annual**
- **Sick**
- **Leave Without Pay (LWOP)**
- **Absence Without Leave (AWOL)**
- Advanced
- Voluntary Leave Transfer Program
- Use or Lose
- Restored
- Family Friendly
- Family & Medical
- Excused Absence
- Court
- Home
- Military

Managing Leave & Dealing with Attendance Problems

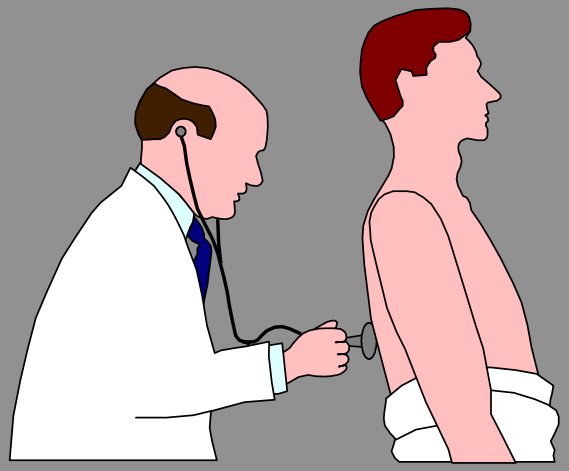
Annual Leave

- Accrued: 4, 6, or 8 hrs/PP (LOS)
- May be advanced
  - maximum: expected Leave Year earnings
- Employee “Right to Use” - entitlement
- Management “Right to Determine” - legitimate business needs
  - when
  - how much



Managing Leave & Dealing with Attendance Problems

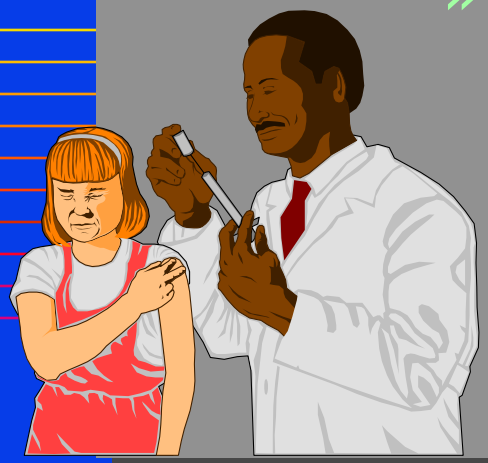
- **Sick Leave**



  - Accrued: 4 hrs PP
  - May be advanced
    - maximum: 240 hours
  - Incapacitated by illness / injury
  - Medical, dental, optical examination
  - Medical, dental, optical treatment

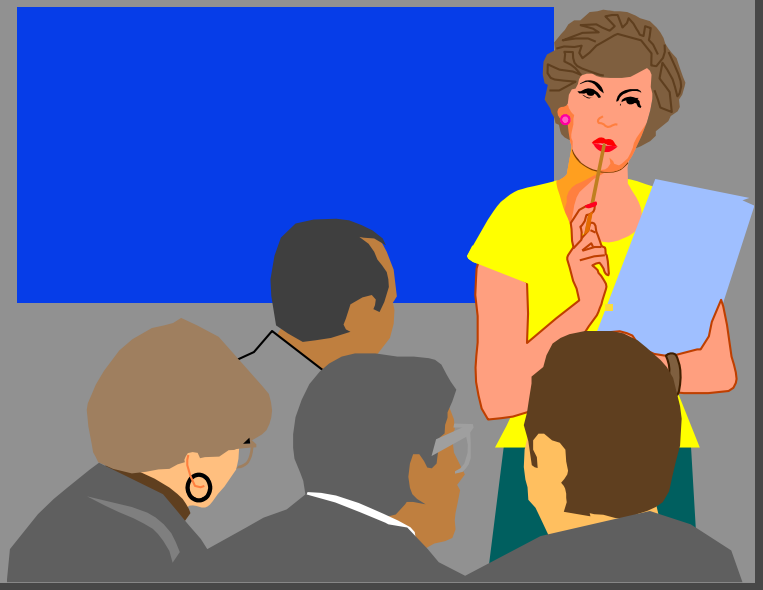
Managing Leave & Dealing with Attendance Problems

- **Sick Leave - Family Friendly**
  - Same reasons as for “self”
  - Limited: portion of employee’s SL
    - » accrued, advanced, or donated
    - » 40 hours per Leave Year
    - » 64 additional IF leave balance of 80+



Managing Leave & Dealing with Attendance Problems

- **Leave Procedures**
  - 5 CFR 630, Absence & Leave
  - USASC & FG Reg 690-21
- **Supervisors Must**
  - Know
  - Understand
  - Communicate
  - Apply
  - Enforce



Managing Leave & Dealing with Attendance Problems

Supervisory Responsibilities

- Communicate procedures
- Ensure proper use
- Avoid conflicts with workload
- Approve & *Disapprove* requests
- Avoid leave forfeiture
- Deal with misuse / abuse

Managing Leave & Dealing with Attendance Problems

Supervisory Responsibilities

- Communicate procedures
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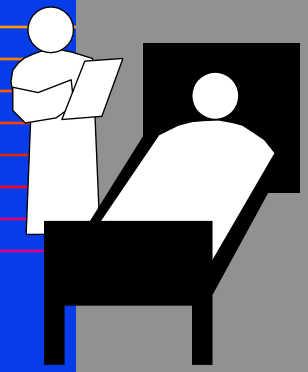
This is managing leave

Managing Leave & Dealing with Attendance Problems

- **Employee Responsibilities**
  - Understand procedures
  - Follow procedures
  - Plan & request leave in advance
  - Promptly report sick & emergency absences



Managing Leave & Dealing with Attendance Problems

- Employee Responsibilities
  - continued

Managing Leave & Dealing with Attendance Problems

Leave & Attendance Problems

- Late Arrivals
- Early Departures
- Disappearing Acts
- Monday - Friday - Before & After Holidays
- “Burn-as-Earn”
- Unsupported Sick Absences

Managing Leave & Dealing with Attendance Problems

Leave & Attendance Problems

- Late Arrivals
- Early Departures
- Disappearing Acts
- Monday - Friday - Before & After Holidays
- “Burn-as-Earn”
- Unsupported Sick Absences
- Last Minute Requests
- Failure to Call-in
- Others Call-in
- Calls to Non-Supvs
- Frequent Breaks
- Frequent Extended Lunch Periods
- Assignments Due

Managing Leave & Dealing with Attendance Problems

How do you deal with such problems ?

Dealing with Attendance Problem

- Accommodation(s)
- Counseling - Warning
- Leave Restrictions
  - AWOL
  - In-Out Certification
  - Medical Certificatio
- Disciplinary Action

Managing Leave & Dealing with Attendance Problems

AWOL vs LWOP

- AWOL
  - Unapproved absence
  - No pay - choice of management
  - Basis for discipline
  - Sends strong signal: intolerable
- LWOP
  - Approved absence
  - No pay - choice of employee
  - Seldom a basis for discipline
  - Sends mixed / weak signal: tolerable

Managing Leave & Dealing with Attendance Problems

Probationary Employees with leave or attendance problem

- Counsel / Notice of Warning - Maybe
- If no improvement, TERMINATE appointment
- Complete action prior to the end of the Probationary Period
  - Competitive Service = 1 year
  - Excepted Service = 2 years

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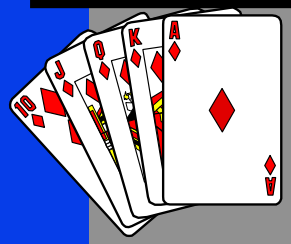

Deal with Problems - Don’t Avoid

- Early Intervention
- Discuss with Employee Relations
- Don’t Diagnose - Refer to EAP

- DOCUMENT
- DOCUMENT
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